

Office of the State Treasurer and Receiver General
Job Description

Job Title: Associate Counsel - Retirement Board

Department: State Retirement Board

Reports to: Senior Board Counsel

I. POSITION OVERVIEW

The Massachusetts State Retirement Board (MSRB) administers a defined benefit retirement plan for eligible employees of the Commonwealth and certain independent entities.

The MSRB Legal Unit is responsible for providing legal counsel in a high-volume work setting to the members of the Board and staff, on all matters relative to the proper administration of the Massachusetts State Employees' Retirement System ("M SERS") as governed by M.G.L. c.32 and applicable federal requirements.

II. RESPONSIBILITIES AND DUTIES:

- In conjunction with other MSRB counsel represent the Board in judicial and administrative forums relative to Board actions and all other legal matters.
- Under the direction of Treasury General Counsel, and Senior Board Counsel work with the Attorney General's office on any litigation in which the Board or any staff member is a party.
- Become proficient and develop expertise regarding the provisions of Chapter 32, administrative regulations and applicable sections of the Internal Revenue Code.
- Participate in the development and promulgation of agency policy, regulations and interpretative materials.
- Advise Executive Director and all agency staff relative to the proper interpretation and implementation of G.L. c.32, related administrative regulations and administrative or judicial orders and decisions, and contract issues.
- Provide legal counsel to the Retirement Board on all matters relevant to their duties and obligations as fiduciaries of the MSERS.
- Attend monthly Board meetings and maintain regular presence in Board offices.
- Ability to travel to hearing locations across the Commonwealth and to regional Board office.

III. OTHER DUTIES AND RESPONSIBILITIES

- Participate in preparation of member requests, applications and supporting materials for review by the Board.
- Review proposed worker's compensation lump sum agreements and domestic relations orders as well as employment settlement agreements from Commonwealth agencies which may impact the calculation of retirement benefits.
- Participate in Board enforcement and adjudicatory efforts in connection with post retirement earnings limits and disability retirees' excess earnings cases.

- Participate in enforcement and adjudicatory efforts in connection with benefit forfeitures due to criminal convictions
- Review and implementation of domestic relations orders
- Analyze new federal and state legislation and its impact on the administration of Chapter 32.
- Assist in the drafting of legislation in accordance with the legislative priorities established by the Board.
- Maintain familiarity with all public employee retirement legislation, regulations, and judicial and administrative decisions, in Massachusetts and other jurisdictions that may affect the Board, its policies, or administration of the system.
- Assist in informing MSRB staff on a regular basis of legislative and regulatory developments.
- Communicate legal requirements and Board policy to members, attorneys, constituency groups and other retirement boards.
- Review proposed state and federal legislation potentially affecting the MSRB and other Massachusetts retirement systems.
- At the direction of Senior Board Counsel or the Executive Director periodically participate on related legal panels or at seminars, and presentations.

IV. *SUPERVISORY RESPONSIBILITIES*

- N/A

V. *KNOWLEDGE AND SKILLS*

- Must have a minimum of 2-4 years of experience in the practice of law. Related work in the field of Massachusetts public employee benefits strongly preferred.
- Must be a member in good standing of Massachusetts Bar and in compliance with State Ethics requirements.
- Prior practice before Commonwealth Trial Court required, and Appeals Court preferred including brief preparation and oral argument.
- Demonstration of high-level of customer service skills and ability to work competently in a high-volume setting.
- Administrative hearing and litigation experience under Chapter 30A of the General Laws of the Commonwealth required. Involvement in matters under G.L. c.32 preferable.
- Familiarity with, and willingness to develop, working knowledge of Chapter 32 of the General Laws of the Commonwealth and applicable regulations.
- Excellent written, communication and organizational skills are required.
- Experience working in office environment utilizing electronic document management system.
- Current working knowledge of Microsoft Word, Excel, Outlook, and adeptness with on-line research databases, such as Westlaw.

Apply through Mass Careers or by sending their resume and cover letter to hr@tre.state.ma.us.